

CRANSTON SCHOOL COMMITTEE MEETING

BUDGET ADOPTION

THURSDAY, FEBRUARY 11, 2010

CRANSTON HIGH SCHOOL EAST

899 PARK AVENUE

EXECUTIVE SESSION: 6:00 P.M.

IMMEDIATELY FOLLOWED BY PUBLIC MEETING

IMMEDIATELY FOLLOWED BY PUBLIC BUDGET WORK SESSION

AGENDA

1. Call to Order – 6:00 p.m. – Convene to Executive Session pursuant to RI State Laws PL 42-46-5(a)(1) Personnel; PL 42-46-5(a)(2) Collective Bargaining and Litigation (Contract Negotiations' Update – Food Service, Teacher Assistants/Bus Aides, Technical Assistants, Secretaries).

2. Executive Session

3. Call to Order – Public Session

4. Roll Call / Quorum

5. Executive Session Minutes Sealed – February 11, 2010

6. Public Acknowledgements / Communication

7. Chairperson's Communications

8. Superintendent's Communications

9. School Committee Member Communications

10. Public Hearing

- a. Students (Agenda/Non-agenda Matters)**
- b. Members of the Public (Agenda Matters Only)**

11. Consent Calendar / Consent Agenda

RESOLUTIONS

SPONSORED BY THE COMMITTEE

NO. 10-2-01 – Whereas, Stephanie DesMarais, a reading teacher at the Charter School, Jackie Cambio, an ESL teacher at Gladstone, Karen

Bessette, an elementary teacher at Glen Hills, Kerry Perschau, an elementary teacher at Glen Hills, Rhonda Marro, an English teacher at Cranston East, and Elizabeth Ruest, a Reading Specialist at Chester Barrows, have earned the prestigious National Board of Professional Teaching Standards Certification, and

Whereas, these teachers have demonstrated by earning National Board certification that they have met the high and rigorous standards for what accomplished teachers should know and be able to do. NBPTS certification is a national voluntary system certifying teachers who meet these rigorous standards through intensive study, expert evaluation, self assessment and peer review, and

Whereas, as part of the process, these teachers built a portfolio that included student work samples, assignments, videotapes and a thorough analysis of their classroom teaching. Additionally, these teachers were assessed on their knowledge of the subjects they teach, and

Whereas, these teachers are committed to the five core propositions of National Board certification in their commitment to students and learning, knowing the subjects they teach and how to teach them; are responsible for managing and monitoring student learning, think systematically about their practice and learn from experience; and are members of a learning community, and

Whereas, these teachers are among the forty-seven teachers who earned certification in Rhode Island during the 2008-2009 school year.

Be it RESOLVED, that these five teachers be recognized by the Cranston School Committee for their outstanding accomplishments in earning certification from the National Board of Professional Teaching Standards.

Be it further RESOLVED, that each of these teachers be presented with a copy of this Resolution signed by the members of the Cranston School Committee.

ADMINISTRATION:

NO. 10-02-02 - RESOLVED, that at the recommendation of the Superintendent, as recommended by the Cranston Public Schools Audit Report, the District request for proposals on privatizing all school transportation.

ADMINISTRATION / PERSONNEL:

NO. 10-02-03 - RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed as substitutes on a

temporary basis as needed:

William Monigan, Secondary History

Christina Bellisle, Elementary

Melissa Botelho, Early Childhood PK - 2

Susan Brown, Spec Ed Elementary/Middle

Gilbert Bedetta, Jr., General Subject Matter K – 12

Shannon Pero, Elementary

Rebecca Anderson, Middle/Secondary English

Diona Rezendes, Special Ed Elementary/Middle

Emily Conte, Elementary

Sherie Milas, Speech & Language Pathologist

Beverly Rotenberg, Spec Ed Middle/Secondary

NO. 10-02-04 - RESOLVED, that at the recommendation of the Superintendent, the resignation(s) of the following certified personnel be accepted:

Michael Iannone, Teacher

Cranston West

Effective date...January 29, 2010

NO. 10-02-05 - RESOLVED, Whereas, there may be more qualified teachers who will apply for current positions, and a better fit for the district, and

Whereas, certain positions became available after the teacher selection of August 19, 2009 and more senior teachers may elect to occupy these positions under Article XVI of the Collective Bargaining Agreement, and

Whereas, there is uncertainty of sufficient Federal, State and local funding for general and categorical programs for the 2010-2011 school year, program reductions, consolidation of classes, re-alignment of staff and elimination of positions to more efficiently and effectively use the school system resources, and

Whereas, positions occupied by retirees must be posted each year, and

Whereas, positions must now be made available for more senior teachers who are scheduled to return from leave, and

Whereas, the teacher does not have the required certification, and there may be more qualified individuals who will apply for these positions, and

Whereas, because of these concerns, and in accordance with Title 16 of the General Laws of the State of Rhode Island, the Superintendent has recommended that the employment of certain teachers be terminated at the end of the 2009-2010 school year,

Whereas, the Superintendent has sent prior notice to said teachers informing them of the specific reasons for their termination, and

Be it RESOLVED that said teachers be terminated at the close of the school year under provisions of Title 16 of the General Laws of the State of Rhode Island, and

Be it further RESOLVED that the Superintendent notify those teachers of the School Committee's action to terminate their employment.

NO. 10-02-06 - RESOLVED, that at the recommendation of the Superintendent, the following non-certified personnel be appointed as substitutes on a temporary basis as needed:

Isaiah McDaniel, Teacher Assistant

NO. 10-02-07 - RESOLVED, that at the recommendation of the Superintendent, the retirement(s) of the following non-certified personnel be accepted:

Louis Antonelli, 4 hr Custodian

Plant Operations

Effective Date...March 1, 2010

NO. 10-02-08 - RESOLVED, that at the recommendation of the

Superintendent, the resignation(s) of the following non-certified personnel be accepted:

Remiglia Candelier, Bus Monitor

Transportation

Effective Date...September 29, 2009

Carol Vispo, 3 Hour Food Service Worker

Food Service

Effective Date...January 11, 2010

BUSINESS:

NO. 10-02-09- RESOLVED, that the 2010-2011 Operating Budget, as recommended by the Superintendent, be approved.

POLICY AND PROGRAM

NO. 10-02-10- RESOLVED, that at the recommendation of the Superintendent, the following Conferences/Field Trips of Long Duration be authorized:

1. Judith A. Lundsten, Ed.D., Assistant Superintendent and Cheryl E. Coogan, Executive Director of Pupil Personnel & Curriculum, to travel

to Nashville, TN to attend the CEC (Council for Exceptional Children) 2010 Convention & Expo from April 21, 2010 – April 24, 2010, at no cost to the District. All expenses are funded through the IDEA/ARRA Grant. Please see the attached copies of Conference Forms and backup information.

2. Christine Harrington, Music Teacher at Cranston High School West and 22 students to travel to New York City to perform in the Heritage Music Adjudication Festival from April 30, 2010 – May 2, 2010, at no cost to the School Department. Please see attached “Field Trip of Long Duration” form.

3. Jaclyn Cambio, Lidia Cordeiro, and Holly Loffredo, all teachers at Gladstone School, to travel to Boston, MA to attend the 44th Annual TESOL Convention & Exhibit from March 24, 2010 March 27, 2010, at no cost to the School Department. All expenses (including substitute) to be funded through Title III. Please see attached Conference Forms and backup information.

POLICY/BUSINESS:

NO. 10-02-11- RESOLVED, that Policy No. 6153, Field Trip Policy, as amended, be approved for second and final reading. (see policy attached)

12. Action Calendar / Action Agenda

TABLED RESOLUTION:

NO.10-1-12 –RESOLVED, that at the recommendation of the Superintendent, the termination of non-certified personnel Employee A be accepted:

13. New Business

14. Public Hearing on Non-agenda Items

15. Announcement of Future Meetings – February 22, 2010

16. Adjournment

School Committee members who are unable to attend this meeting are asked to notify the Chairman in advance.

Interested persons and the public at large, upon advance notice, will be given a fair opportunity to be heard at said meeting on the items proposed on the Agenda.

Individuals requested interpreter services for the hearing impaired

must notify the Superintendent's Office at 270-8143 72 hours in advance of hearing date.

Any changes in the agenda pursuant to RIGL 42-46-6(e) will be posted on the school district's web site at www.cpsed.net, Cranston Public Schools' administration building, 845 Park Ave., Cranston, RI; and Cranston City Hall, 869 Park Ave., Cranston, RI and will be electronically filed with the Secretary of State at least forty-eight hours (48) hours in advance of the meeting.

**Notice Posted: February 4, 2010/Cranston Herald
FIELD TRIP POLICY – FINAL 2 (Policy #6153)**

DRAFT

Field Trips

Well-planned field trips that are coordinated with the curriculum and give concrete meaning to a specific learning project can be a vital part of the learning process at levels of schools. As such, they shall be conducted in the Cranston Public Schools as follows:

NON-CURRICULUM FIELD TRIPS

1. Non-curriculum Field Trips shall not be allowed without the expressed approval of the Superintendent or his/her designee. “Non-curriculum” is defined as that which is unrelated to an academic subject for which course credit is given and a grade is received.

CURRICULUM BASED FIELD TRIPS

1. Criteria for Field Trips Determination for a curriculum based field trip is based on the following criteria:

- The field experience is the best means by which the objective of the instructional program can be met.**
- The instructional activity would be affected to some degree if this trip were postponed or cancelled.**
- The resource cannot come to the school or a central area location.**
- Other media cannot be used as a substitute for the field experience.**
- The objectives of the lesson or work will be enhanced considerably by this field trip.**
- This trip does not cut deeply into the time of other instructional areas.**
- Consideration for all emergencies have been made.**
- All requests for field trip approval must be submitted to the Assistant Superintendent 10 school days prior to the date of the trip.**

2. Field Trip Planning – The following planning will be required for all

curriculum based field trips:

- **Adequate instructional preparations for the trip have been made.**
- **Follow-up activities have been planned.**
- **Necessary safety precautions as to permission slips, adult/pupil ratio, insurance coverage of carrier, etc. have been investigated to the satisfaction of the principal or his designee.**
- **This is not an experience that might be better left to a family type activity – examples: trip to a park, a movie for general information, etc.**
- **Students have been properly instructed as to the code of conduct expected.**

3. Transportation

Using School Vehicles

- **A permission slip must be obtained from parent or guardian for each student who participates in the field trip prior to its taking place.**
- **Form CA47 Special Bus Request will be utilized for all field trips.**
- **Request must be submitted at least two weeks prior to a planned trip. Requests submitted with less than two weeks lead time may be returned with no action taken. The school or teacher will be notified of action taken on a request at least five days prior to the trip.**
- **All requests will be submitted to the Assistant Superintendent's Office.**

Using Commercial Carriers – Using School Funds (Partial Payment)

- A permission slip must be obtained from parent or guardian for each student who participates in the field trip prior to its taking place.
- Form CA47 Special Bus Request will be utilized for all field trips.
- Request must be submitted at least two weeks prior to a planned trip. Requests submitted with less than two weeks lead time may be returned with no action taken. The school or teacher will be notified of action taken on a request at least five days prior to the trip.
- All requests will be submitted to the Assistant Superintendent's Office.
- A portion of the school's cost may be approved for payment with school funds with the balance made up by the individual school and/or participating students. Consideration might be given to charging a small fee to students to defray the higher cost of commercial carriers.
- With the request for the field trip a cost estimate must be submitted.
- The amount of the school field trip fund allocated to hire the commercial carrier, if any, will be forwarded to the principal of the school who will be responsible to pay the commercial carrier.
- When using a commercial carrier arrangements must be made through the Transportation Office.

Use of Vehicles and Funds Other Than Those of the School Department

General Consideration Covering All Trips

- **No student should be denied the privilege of any trip because of his inability to pay the established charge.**
- **Arrangements for safe conduct home must be made prior to the trip for any group arriving back after normal school hours.**
- **Necessary safety precautions must be maintained during the time students are away from the vehicle and while they are aboard the vehicle.**
- **A first-aid kit with basic medical supplies should be carried on all field trips.**

FIELD TRIPS OF SHORT DURATION

Field Trips of short duration shall be considered as any field trip whose total time to and from the destination shall not exceed one day. All field trips of short duration must be planned at least two weeks in advance, longer if possible. The general guidelines outlined in FIELD TRIPS OF LONG DURATION apply.

FIELD TRIPS OF LONG DURATION

Field Trips of long duration shall be considered as any field trip whose total time to and from the destination shall exceed one day. Such field trips may be inter-city, inter-state, or inter-national.

1. General Guidelines

Detailed plan must be submitted in writing to the principal and to the Assistant Superintendent for approval. Sufficient time will be allowed for

Submission of the plans for approval depending upon the extent, location

and duration of the planned trip. These plans shall include:

- PURPOSE:** A brief statement to include educational and other all inclusive objectives as well as specific reasons for selecting the activity.
- DATES:** Whenever possible, trips of long duration should be planned to take place during the school vacation period.
- RECORD OF STUDENTS:** Upon receipt of approval by the principal and the Assistant Superintendent, and with the filing of a parental permission form, a final list of names, addresses, telephone numbers of all participants, including staff and chaperones, is to be placed on file with the Assistant Superintendent.
- CHAPERONES:** A sufficient number of adults must be provided to insure adequate supervision. A ratio of 1 to 10 must be maintained as closely as possible:

a. The member or members of the professional staff specifically the designated content area of the field trip who are involved in the organization, coordination and overall planning and also serve as chaperones may participate without personal cost for the basic field

trip as provided by the travel agency and/or transportation source.

b. It is understood that these professionals will not receive any remuneration other than regular salary for their involvement.

c. It is further understood that students and parents will be informed of this arrangement, and the overall cost of the basic trip will be computed on this basis.

d. Sponsors of trips may not have their own minor child attend the trip.

e. Other qualified professionals and parents who volunteer to serve as chaperones may, at the direction of the responsible teacher and principal, share equally in any reductions offered by the travel agency and/or transportation source subject to:

 Meeting all school requirements for chaperones as related to the specific nature of the field trip.

 For foreign travel a tentative list of “working chaperones” should be included with the original proposal for the trip, and final choice chaperones must be selected and approved by the Assistant Superintendent sixty (60) days prior to departure date.

 Willingness to accept full responsibility for their role under the supervision of the Certified Teacher involved.

 Received individual approval of the school principal and the Certified Teachers responsible for the field trip.

• METHOD OF TRAVEL: The method of travel and number of vehicles must be listed; busses, air travel, private car or other. In the event that a travel agent is utilized, three comparable bids must be

obtained, and must be identified in the plans submitted.

- **COSTS:** All costs including travel and housing, meals and gratuities, etc. must be listed and explained, both for students and chaperones.
- **HOUSING ARRANGEMENTS:** Identify the hotel or motel or other commercial housing by name, if these facilities are to be used. Include as well, arrangements for meals. If housing is to be accommodated in private homes, so indicate, with arrangements for meals.
- **PLANS FOR FINANCING:** Large scale solicitation of the community must be avoided. Students must be encouraged to assume costs through individual effort. Booster organizations may assume the role of fundraiser for those students unable to provide their own. Instructional time should never be directed to fundraising.
- **INSURANCE:** Provisions must be made for whatever insurance coverage is required. The name of the company, the type of coverage, and the costs must be included in the plans.
- **ITINERARY:** A detailed schedule of all stops, concerts, sight seeing, visits, etc. must be included.
- **MEDICAL ARRANGEMENTS:** Provisions for emergency care in the

event of illness or accident must be included. In the event of foreign travel, immunization provisions, physical examinations, etc. must be included.

- **BONDED TREASURER:** A person identified by name, to act as a bonded treasurer in the collection of any monies associated with an extended trip will be included in the submitted plan.

- **BUDGET PROCEDURE:** The bonded treasurer will forward to the business office a report on budget procedures and periodic reports regarding fundraising activities. A detailed accounting of all expenditures will be submitted at the conclusion of the project.

- **FOLLOW-UP PROCEDURES:** A written evaluation of the project will be submitted to the Assistant Superintendent at its conclusion.

- **SCHOOL COMMITTEE APPROVAL:** All trips of long duration must be approved by the School Committee.

- **PUBLIC FUNDS:** Any trip including Cranston Public Schools' students which expends public funds and is made during school periods or vacation periods must be in compliance with school district policy and meet appropriate school system bidding procedures.

- **ASSURANCES:** All trips, regardless of whether public funds are

expended, must meet appropriate school system insurance, safety, and transportation procedures.

- **REPORTING:** The Assistant Superintendent will report all overnight approved activities to the School Committee at the next regular monthly meeting.

- **FIELD TRIPS OF SHORT DURATION:** Field Trips of one day duration, arranged at the local school level or through the Transportation Office, utilizing City or other local vehicles, will be considered an exception to the bidding requirement, as specified in Policy #3322.

- **SUBSTITUTES/COVERAGE:** If substitutes are required for students who are not going on the field trip, the cost must be covered by the trip fees. If internal coverage is applied, there must be no cost to the school district.

INTERNATIONAL TRAVEL

1. While traveling outside the United States in a foreign country, the Assistant Superintendent shall be notified of the arrival in the foreign country and any other pertinent information.

2. Requests for permission for travel outside the United States must

be submitted to the Assistant Superintendent for recommendation to the School Committee for action.

3. International travel for any one organization in a given school will be limited to no more than once in every three years. In the case of musical groups, only one organization per school in a given year will be allowed to travel abroad in a given year.

OFF CAMPUS COURSE WORK

1. It is recognized that certain forms of course work require individuals and/or small groups of students to explore resources beyond the realm of the school. Such work may be conducted outside of school grounds when approved by the department chairman and the principal and with the written permission of the parents involved.

2. It is understood by all parties that such exploration will be allowed without supervision by school personnel.

3. Any provisions not covered in the above regulations, and in the interests of the health and safety of the students, shall be discussed with the Assistant Superintendent.

EMERGENCY MONETARY GRANTS FOR EXTRA-CURRICULAR STUDENT TRAVEL

1. The Cranston School Committee supports and encourages the participation of officially sanctioned student groups in local, regional and national athletic and/or scholastic competition. Such competition is viewed as co-curricular in nature and in keeping with the highest ideals of excellence, the development of self-discipline and the development of team and school spirit.

2. The Cranston School Committee acknowledges that student groups not ordinarily supported by regularly budgeted funds must assume full responsibility for raising their funds for travel to regional or national competitions. These events bring honor to the individual, the school and the community.

I.D.E.A. / SECTION 504

1. Cranston Public Schools will follow all applicable Federal and State Laws and Regulations regarding children with disabilities; students with disabilities who participate in the general educational program in an instructional area will continue to be included in activities such as Field Trips. Where appropriate, the IEP Team will address Field Trips.

2. Transportation and/or access concerns for students with disabilities must be communicated by school personnel in a reasonably timely fashion to the Transportation Director for day field trips.

NON-PUBLIC FUNDS FOR FIELD TRIPS

1. In lieu of formal bid procedures (Field Trips are not paid out of public funds), three quotes must be obtained for transportation and housing expenses, if applicable.

2. An accounting shall be available for public inspection for all trips involving Cranston Public Schools' students from the supervising Principal, Director, Department Head and/or Teacher.

This policy shall take effect upon passage.

POLICY AMENDED: CRANSTON PUBLIC SCHOOLS

RESOLUTION NO. CRANSTON, RHODE ISLAND

POLICY ADOPTED: 12/15/80